



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PUBLIC RECORDS BRANCH MANAGER

Job Number: 20001061

Job Code: 50460V150716

Job Group: 5000 - LIBRARIES

Job Established: 05/16/1985

Job Revised: 07/16/2015

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall management for a branch within the Department for Libraries and Archives; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of professional experience in records management, micrographics, document preservation and/or archival experience in one or more of the following areas: appraisal, accessioning, description and/or the arrangement of documents.

Substitute EDUCATION for EXPERIENCE:

Graduate study in archival studies, records management, history, library science, public administration, business administration or related field will substitute for the experience on a year-for-year basis not to exceed two years.

Substitute EXPERIENCE for EDUCATION:

Additional professional experience in one or more of the above areas will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, develops, coordinates and administers a professional archival or records management program for state and/or local agencies. Supervises professional, para-professional and clerical staff performing work in areas such as archives, records management, micrographics, document preservation, etc. Evaluates the performance of subordinates and recommends salary increases, promotions, and disciplinary actions. Analyzes branch operations and recommends policy and procedural changes to increase operating efficiency. Interprets, applies, and enforces departmental rules, regulations, and policies. Provides professional assistance to state and local agencies in their field of expertise and conducts workshops to promote the programs of the branch. Monitors the branch budget and may administer a grant program.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office/library environment.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.